



Scurry-Rosser ISD 2020-21 District Protocols

General

Schools are required to comply with the governor's executive orders and orders from county officials. This guidance will be subject to change based on executive orders, new information, and the changing health landscape.

All students and staff will be screened for COVID-19 symptoms regularly and individuals with symptoms will be separated and sent home.

Protocols for Screening and Isolation

Screening Protocols

- Teachers and staff must self-screen for COVID-19 symptoms before coming onto campus each day. The self-screening should include teachers and staff taking their own temperature.
- Parents must ensure they do not send a child to school if the child has COVID-19 symptoms or is test-confirmed with COVID-19, and should opt to receive remote instruction until the conditions for re-entry are met.
- Teachers will monitor students and refer to the nurse if symptoms are present.
- Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Isolation Protocols

Student or Staff Displaying COVID-19 Symptoms

- When a student displays symptoms of COVID-19 while at school, they will be immediately separated from their peers until they can be picked up by a parent or guardian.
- The areas used by the individual who shows COVID-19 symptoms while at school will be cleaned and disinfected as soon as feasible.

- If an individual who has been in a school is test-confirmed to have COVID-19, the areas that are heavily used by that individual will be closed off until the non-porous surfaces in those areas can be disinfected.
- Teachers and staff must report to their immediate supervisor if they themselves have COVID-19 symptoms or they are test-confirmed with COVID-19, and if so, they must remain off campus until they meet the guidelines for re-entry.
- Teachers and staff must report to their immediate supervisor if they have had close contact with an individual who is test-confirmed with COVID-19 and must remain off campus until the 14-day incubation period has passed.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.
- Students or staff who come into close contact with an individual who is test-confirmed with COVID-19 will be asked to self-quarantine for 14 days and may not return to campus during that time. During this time, students will learn remotely so that instruction continues.
- This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. In general, close contact is defined as:
 - a. being directly exposed to infectious secretions (e.g., being coughed on); or
 - b. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

- Students and staff who are either test-confirmed to have COVID-19 or experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if the conditions for re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19 or who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, the individual may return to school when all three of the following criteria are met:
 - at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least ten days have passed since symptoms first appeared.

- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
 - (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
 - (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.
- In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions: Have they recently begun experiencing any of the following in a way that is not normal for them?
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Fatigue
 - Significant muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Significant muscle pain or ache
 - Nausea, vomiting, diarrhea, abdominal pain

Protocols for Face Coverings

- Schools are required to comply with the governor's executive order regarding the wearing of face coverings.
- In addition to the executive order, school systems may require the use of face coverings for adults or students for whom it is developmentally appropriate.
 - Students in 3rd grade and below will not be required to wear a face covering.
 - Students in 4th grade and up are required to wear a face covering with a few exceptions listed below:
 - When it's impractical for students to wear face coverings while participating in some non-UIL athletic or other extracurricular activities
 - When actively exercising, students may remove face coverings as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing face coverings.
 - When it is impractical for students to wear face coverings during those activities, students, teachers, staff, and visitors are required to wear face coverings when entering and exiting facilities and practice areas and when not actively engaging in those activities.
 - Students, teachers, and staff are required to wear face coverings as they arrange themselves in positions that will allow them to maintain safe distancing.

Protocols for Campus Visitors

- All visitors who enter the building will be required to wear a face covering.
- Visitors may be asked to momentarily remove a face covering to verify identification.
- Prior to visitors being allowed on campuses, all visitors will be screened to determine if the visitors have COVID-19 symptoms or they are test-confirmed with COVID-19, and if so, they must remain off campus until they meet the criteria for re-entry. Schools systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for Covid-19, as opposed to asking the individual for specific symptom confirmation.
- Additionally, all visitors will be screened to determine if the visitors have had close contact with an individual who is test-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed.
- Individuals who proceed beyond the reception area will follow specific guidelines for visitors.
- Social distancing will be maintained for any meeting with a visitor (ARD, etc.).
- Scurry-Rosser ISD campuses will not accept non-essential deliveries (including meal deliveries) during the school day.
- Scurry-Rosser ISD will restrict visitors inside the building, including volunteers and parents.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

- [Safe Disinfectant Use](#)

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- Custodial priorities will be sanitation and disinfection.
- All high touch areas will be disinfected daily.
- Cleaning cloths will be provided for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear face coverings and gloves during work hours.

- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant materials to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- Buildings will be electrostatically cleaned once per week.

Additional Cleaning Measure for Covid-19 Positive Cases on Campus

- If a classroom or facility is closed due to being used by an individual with test-confirmed COVID-19 (student, teacher, or staff), the area will be disinfected as soon as feasible.
- Custodial staff will electrostatic spray classrooms, restrooms, cafeteria and other identified areas considered to be common areas.

Work and Learning Environments

Classroom Configuration

- Desks or tables will be socially distanced as much as instructionally possible.
- When possible, communal supplies will be eliminated. Shared supplies will be sanitized between use.
- Shared non-essential items will be removed from the classroom (consider bean bags, reading nooks, rugs, etc.).
- Recommended procedures will be applied to all classroom settings, including special education service locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.

General Classroom Supplies

- Signage will be posted in all campuses regarding protocols and prevention.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.
- Each room will have a door stop to prop for no-touch entry between classes. The perimeter doors will remain locked for student safety.

Specialized Classrooms

- Specific guidance will be provided for students served by Special Education and who qualify for 504

- When appropriate, students will be provided face shields instead of face masks for safety when there is an increased risk of burn or injury.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.
- Career and Technical Education classes will follow industry-based safety guidelines as appropriate to the equipment and course content. Specific guidance will be provided for CTE classrooms.
- Special education classrooms and service locations may have additional protective barriers in place to support a safe environment for our students.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the secondary locker rooms to allow for social distancing, subject to UIL guidelines.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment, including playground equipment, will be avoided.
- Sanitizing areas and access to handwashing will be provided.

Recess

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- Each class of students will have a designated area for recess and will not mix with other classes.
- All students and staff will be required to use hand sanitizer before and after recess.
- Playground equipment and shared equipment will be restricted.

On and Off-Campus Student Activities

Common Areas

In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

Meeting Spaces

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
 - Face coverings and social distancing will be implemented.
 - The sharing of materials and supplies will be limited

Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus guidelines:

- Face coverings will be utilized
- Hand sanitizer will be provided in front office spaces.
- To the extent possible, distances of 6 feet will be provided between all occupied seats and workspaces.

Employee Lounges

- Teachers will be discouraged from congregating in the lounge.
- Please maintain social distance when using the lounge.
- Face coverings are required when social distancing is not achievable.
- Frequent touch points will be sanitized.
- Employees should sanitize high touch points prior to use and sanitize hands after use.

Restrooms

- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Students must wash hands and then use hand sanitizer before entering the classroom. All students will be provided instruction on proper handwashing techniques on the first day of face-to-face instruction.
- Increased disinfecting will occur throughout the school day.
- Each campus will comply with health agency recommendations and social distancing.
- For elementary: scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.

Transitions

- Students and staff will follow protocols for face coverings.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions to the extent possible.
- Classroom doors will be propped open to reduce high touch areas when possible.
- One-way traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- When transitioning between classes, students shall travel corridors as far to the right as possible.
- Staff and signage will be posted to reinforce physical distance expectations.

Arrival

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- All staff will be utilized for duty to maintain a line of sight in hallways and distancing of students in the hallway.
- Entry doors will be designated based on arrival method: bus riders, parent drop-off, student drivers, students with unique needs, and daycare buses. Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Entry protocols will be established to maintain physical distance.
- Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry
- Students will either report directly to their classroom and breakfast will be served in the classroom OR directly to the cafeteria for grab-and-go breakfast (if eating breakfast at school) and report immediately to their first period class, homeroom, or designated location upon arrival. The campus will communicate the breakfast procedure with students and families.
- Lockers will not be assigned; students will carry all needed materials and lunch with them.
- Parents may not accompany students into the building.

Dismissal

- Exit protocols will be established to maintain physical distance.
- Dismissal times will be staggered to the extent possible to limit the number of students in hallways and exit areas at any given time.
- Sanitizer stations will be placed at each exit and students will be required to sanitize hands prior to exit.
- Parents picking up students early for any reason will be required to complete a health screen, wear a facial covering, and show appropriate identification.

Breakfast/Lunch

Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.

- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat.
- Breakfast will be a “grab and go” and taken to classrooms or designated areas.
- Administration will work to create a rotating schedule or add additional lunch times to socially distance during lunch time and adhere to Texas Education Code.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.
- No outside meals will be allowed to be delivered. If a child is bringing his or her lunch, he/she needs to bring it to school when he/she arrives.
- Parents and staff are encouraged to utilize meal prepayment online systems and avoid sending cash. If cash is sent, no change will be provided and all money will be applied to the child’s or staff member’s account.

Off-Campus Activities

- Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- Guidance regarding parents bringing food to students prior to extra-curricular activities will be provided by the coach/sponsor.
- Field trips will be considered and scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements. Virtual field trips will be considered as often as possible.

On-Campus Activities

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by the Governor, county officials, SRISD, TEA and UIL. (Examples: pep rallies, assemblies, performances, etc.)
- School wide events may be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- Meet the teacher, Meet the Wildcats, open house, parent conferences, etc. will be held virtually or in small groups to allow for social distancing.

Extra-Curricular Activities

Athletics (including Cheerleading) [based on UIL guidance issued 7/21/2020 and TEA guidance]

- Athletic practices and contests will be conducted following safety protocol provided by guidance from SRISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Per UIL guidelines (released 7/21/2020), all employees, parents, visitors, and students over 10 years of age must wear face coverings upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest unless one of the exceptions below applies:
 - any person with a medical condition or disability that prevents wearing a face covering
 - while a person is consuming food or drink
 - when a congregating group maintains at least six feet of social distance
 - any other circumstance indicated in Executive Order GA-29
- Parents should screen their students for COVID-19 symptoms. School staff may screen students for symptoms and/or ask screening questions of a student's parent/guardian if that parent is dropping off or picking up a student from a UIL event.
- All visitors to UIL events are required to be screened to determine if they have COVID-19 symptoms, are lab-positive for COVID-19, or have been in close contact with someone who is lab-positive for COVID-19. Temperature checks may also be conducted prior to granting entry to UIL events.
- Hand sanitizing stations will be in gym and stadium facilities and equipment will be sanitized on a regular basis.
- If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines and monitoring of locker rooms by staff will occur to ensure students are maintaining social distance guidelines.
- All staff and students will wear face coverings while in locker rooms, training rooms, and other areas where students may congregate other than shower facilities.
- Bus travel will follow transportation guidelines provided by SRISD, UIL, and/or TEA. All students will be required to wear face coverings while on the bus. Staff will provide supervision on buses to monitor for compliance with guidelines.
- If the school provides food, water, or other drinks, it shall be done in a manner to ensure that students are not sharing items.
- Entry and exit plans will be provided to participants in order to maintain social distancing. Individuals who are not essential to the team shall not be given access to fields, courts, or performance areas before, during, and after events.
- Spectator attendance at games and contests will be capped at 50% with appropriate social distancing between spectators.
- Seating at the Stadium or Gym will be on every other row with six feet of distance between groups. face coverings are required for spectators.
- All spectators must remain in the bleachers with the exception of using the restroom or purchasing concessions.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- Restrooms will be available at 50% capacity.
- Booster club meetings should be held virtually to minimize outside exposure to campuses and/or held in a manner to allow for social distancing.

Fine Arts

- Hand sanitizing stations will be located in Fine Arts classrooms/Band Halls.
- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity. (e.g., SRISD, TEA, UIL, etc.)
- Per UIL guidelines (released 7/21/2020), all employees, parents, visitors, and students over 10 years of age must wear face coverings upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest unless one of the exceptions below applies:
 - any person with a medical condition or disability that prevents wearing a face covering
 - while a person is consuming food or drink
 - any person with a medical condition or disability that prevents wearing a face covering
 - while a person is consuming food or drink
- Parents should screen their students for COVID-19 symptoms. School staff may screen students for symptoms and/or ask screening questions of a student's parent/guardian if that parent is dropping off or picking up a student from a UIL event.
- All visitors to UIL events are required to be screened to determine if they have COVID-19 symptoms, are lab-positive for COVID-19, or have been in close contact with someone who is lab-positive for COVID-19. Temperature checks may also be conducted prior to granting entry to UIL events.
- Hand sanitizing stations will be in gym and stadium facilities and equipment will be sanitized on a regular basis.
- Bus travel will follow transportation guidelines provided by SRISD, UIL, and/or TEA. All students will be required to wear face coverings while on the bus. Staff will provide supervision on buses to monitor for compliance with guidelines.
- If the school provides food, water, or other drinks, it shall be done in a manner to ensure that students are not sharing items.
- Entry and exit plans will be provided to participants in order to maintain social distancing.
- Spectator attendance at games and contests will be capped at 50% with appropriate social distancing between spectators. Seating at the Stadium/Gym will be on every other row with six feet of distance between groups. Face coverings are required for spectators.
- All spectators must remain in the bleachers with the exception of using the restroom or purchasing concessions.
- A ten-foot buffer will be provided surrounding the band and drill team. Band and drill team members, per UIL guidance, are not to interact with spectators during the games.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., SRISD, TEA, UIL, etc.)
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., SRISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- Booster club meetings should be held virtually to minimize outside exposure to campuses and/or held in a manner that allows for social distancing.

Middle and High School Fine Arts

- **Middle and High School Art:** Classrooms will follow all guidance listed in this handbook. Individual supplies will be provided to the extent possible.
- **Theatre** - face coverings are mandatory for all theatre rehearsals and productions. Due to the nature of the projection of voice and spittle, we have to ensure that each performer will use a face covering during rehearsal.
- **Band**
 - **Appropriate hygiene protocol will be followed for brass instruments**
 - **Adequate space between students when rehearsing indoors**
 - **No sharing of water bottles**
 - **No sharing of instruments**
 - **Wearing face coverings when indoors and not rehearsing**

Attendance and Enrollment

The Scurry-Rosser ISD school day will start at 7:50 AM and end at 3:35 PM.

The teachers start time is 7:30 AM and will end at 4:00 PM.

- Per Texas Education Code (TEC) 25.092, students must attend 90% of the days a course is offered in order to be awarded credit for the course and promoted to the next grade. This requirement remains in effect during the 2020-21 school year.
- Scurry-Rosser ISD will be required to take daily attendance with both face-to-face, in-person instruction and remote, at-home distance learning models. This means students will have to be present in-person and/or engaged in learning each day to be counted as present for credit purposes. Daily Engagement Measures are required for attendance. "Engagement" is defined by TEA as daily progress or completion, submission of assignments, and/or communication with the teacher.
- For Distance Learning, attendance requirements (as required by the TEA) will be documented by the interactions with educators and the engagement level with lessons and assignments within Seesaw or Canvas (depending upon grade level). There will be required times for log-ins to the Canvas platform as well as required video chat via Google Meets sessions.
- Parents who choose for their student to switch from virtual instruction to an on-campus setting can make the transition at the end of the grading period.
- On-campus instruction will be offered for all grades served by the campus every day for every student whose parents want them to access on-campus instruction for each school calendar day.

Bus Transportation

- Scurry-Rosser ISD encourages parents and guardians to transport their children to school in another way instead of riding the school bus.
- Bus Drivers will be trained in COVID-19 safety protocols.
- Students will be required to wear face coverings at all times when riding the bus.

- Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, windows will be open to allow for additional ventilation and air flow.
- Students and staff will use hand sanitizer upon boarding the bus.
- When possible, windows will be opened to allow outside air to circulate in the bus.

Technology Support

- The district is moving at a rapid pace to provide all students with access to a district-issued device for both face-to-face, in-person instruction and remote, at-home distance learning.
- Should a student have an issue with his/her device, he/she will notify his/her teacher. If the teacher cannot resolve the issue, the teacher will send the device to the office and email tech@scurry-rosser.com. Technology will retrieve the device from the office and will repair and return the device to the campus. Devices are cleaned, disinfected and bagged before returning to the student.
- Scurry-Rosser ISD will work diligently to support families without internet access. Technology will work with wireless providers and Windstream to supply the internet to families. Wireless is very limited in the area due to topology and tree height.
- Technology will provide a Cloud based CIPA filter to support stay at home learners.
- All devices and hotspots issued to families must be returned upon request or upon student withdrawal from Scurry-Rosser ISD.